

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

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| CLASSIFICATION TITLE Engineering Geologist | OFFICE/BRANCH/SECTION D3/NR Environmental Planning/OFC ENV ENG (North) | |
| WORKING TITLE NPDES/Water Quality Coordinator | POSITION NUMBER 927-801-3756- | REVISION DATE 09/29/2022 |

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of a Senior Engineering Geologist the incumbent will represent the District in daily activities with the Regional Water Quality Boards for regulatory issues, prepare water quality assessment reports for Caltrans projects, and provide oversight on water quality assessment reports prepared by consultants and provides guidance on water quality issues. Will ensure projects comply with the requirements of the Caltrans Statewide National Pollutant Discharge Elimination System (NPDES) permit. Possession of a valid driver's license is required when operating state owned or leased vehicles.

CORE COMPETENCIES:

As an Engineering Geologist, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Advance Equity and Livability in all Communities - Engagement)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence - Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Strengthen Stewardship and Drive Efficiency - Pride)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Advance Equity and Livability in all Communities - Equity)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence - Pride)

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

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| 30% | E | Performs water quality assessments and prepares water quality assessment reports for Caltrans projects for inclusion in the environmental documents. Independently review and prepare biological and water quality technical reports for incorporation into draft and final environmental documents, and into Preliminary Environmental Analysis Reports. participate in project development team meetings. Responsible for the preparation of permit applications and providing resource estimates (e.g. hours per task). Reviews Plans, Specifications, and Estimate (PS&E) packages to ensure that permit requirements/ conditions and related environmental commitments are clearly addressed in the contract documents. Conduct field reviews to quantify impacts of transportation projects on water quality, biological resources, and beneficial uses. Work outdoors in all weather conditions and variable terrain. Work closely with the Project Development Team (PDT) to facilitate Treatment Best Management practices as appropriate. Assist the Project Biologist in determining regulatory agency jurisdiction and associated water quality related permit(s) as required. Prepare timely and efficient permit, certification, and agreement applications and obtain approvals from state and federal agencies including but not limited to Regional Water Quality Control Board (RWQCB), US Environmental protection Agency, and local Tribes. Identify water quality related mitigation that is commensurate with project impacts and assist the PDT in developing mitigation monitoring plans for projects. |
| 20% | E | Functions as the lead in all permit/certification applications to the Regional Water Quality Control Boards (RWQCB). Works collaboratively with Project Development Team members as the Water Quality Permit Coordinator for all applications to the RWQCBs. Submits applications to the RWQCBs and actively manages the process. Functions as the lead in all negotiations with the RWQCB for all relevant applications. Negotiates all necessary changes and amendment |
| 15% | E | Prepares and assists in the preparation and submittal of various annual reports including the District Workplan, reports on the Public Education Program, and reports on the Municipal Coordination Program and other permit mandated reports. Coordinates with other functional units to obtain data and information for inclusion in these reports. Uses knowledge of NPDES permits, regional basin plans, and other regulatory documents, and knowledge of environmental engineering and chemistry to prepare accurate reports and records. Prepares reports using Microsoft Office software. |
| 10% | E | Negotiates issues relating to the Statewide NPDES permit and general construction permits with Regional Water Quality Control Boards, interprets these permits for application to projects, monitors and facilitates permit compliance in coordination with the other stormwater functions. Where required, develops, negotiates and implements industrial and facility permits with these agencies. Advises other District units and Chief, Environmental Engineering (North), on course of action regarding regulatory requirements. Uses NPDES permits, regional basin plans, and other regulatory documents to evaluate water quality impacts of proposed projects, and to properly represent the District in permit negotiations, advise other Caltrans functional groups, and prepare accurate reports and records for District management, Headquarters and RWQCBs. |
| 10% | E | Provides oversight of consultants' work on new technology stormwater Best Management Practice (BMP) research and development task orders. Prepares task orders as needed for research and development services to be performed by consultants. Prepares emails, memos, and letters, using Microsoft Office software, to Headquarters, consultants and other functional units concerning oversight of task orders, such as review comments on deliverables and monitoring of progress. |
| 5% | E | As delegated by the Chief, Environmental Engineering, acts as lead person for responses to notices of violation and other actions by regulatory agencies. Prepares emails, memos, and letters, using Microsoft Office software, to regulatory agencies, Headquarters, District management, and other functional units concerning notices of violation and other regulatory actions. |
| 5% | M | Develops municipal coordination plans with applicable municipalities regarding stormwater management in their jurisdictions. |
| 5% | M | Acts as lead worker to other staff and student assistants. |

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Act as lead worker to other staff and student assistants.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Knowledge of environmental engineering and chemistry to evaluate potential Caltrans project impacts on aquatic environments. Knowledge of chemical characteristics and parameters of water quality, water treatment systems and current regulations. Knowledge of laboratory chemical analysis methods and ability to read, understand and interpret laboratory chemical analysis results. Knowledge of statistical analysis methods to evaluate data. Knowledge of landscape architecture, specifically erosion control and revegetation. Knowledge of basic hydrology and hydraulics sufficient to allow evaluation of hydraulic treatment controls. Also requires working knowledge of Windows software, MS Office and general computer use.

The incumbent must have knowledge of the Caltrans' organization and be familiar with Caltrans' specifications.

Ability to: Must be able to reason logically and be innovative, take initiative, and meet and deal tactfully with co-workers, the public, and representatives from other agencies (local, State, and Federal). Represent Caltrans during meetings and negotiations with regulatory agencies, local agencies, environmental symposiums, and other Caltrans functional units. Ability to make public presentations using PowerPoint or other visual aids.

Ability to evaluate water quality impacts of proposed projects and read and understand NPDES permits, regional basin plans, and other regulatory documents. Become familiar with these documents sufficient to properly represent the District in permit negotiations, advise other Caltrans functional groups, and prepare accurate reports and records.

Ability to read and understand roadway and drainage plans and obtain information therefrom necessary to evaluate proposed storm water facilities and potential water quality impacts.

Ability to acquire drainage design and water quality expertise to check and perform calculations ascertaining the appropriateness of proposed structures in terms of operation under current design and permit standards. Become familiar with Section 800 of the Highway Design Manual sufficient to review and comment on designs performed by others to ascertain conformance with current design standards and to properly evaluate the erosion control and stormwater treatment controls implemented in designs.

This position requires the incumbent to perform site visits and inspections in difficult terrain. This includes inspecting stormwater drain inlet and outlet locations, water quality treatment facilities, and various erosion control measures located off the traveled way. Duties may require outdoor work during inclement weather.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

NPDES permits have wide-reaching budgetary and workload implications throughout District functions. Incumbent advises other District units and Chief, Environmental Engineering (North), on course of action regarding regulatory requirements. Timely response to regulatory notices is critical in order to avoid severe financial penalties. Errors in judgment could result in non-compliance and project delays. Legal precedence has been set in various districts for lawsuits against violators. Law enforcement action can be taken against individuals for non-compliance.

PUBLIC AND INTERNAL CONTACTS

Must have ability to communicate effectively with representatives from other agencies (local, State, and Federal), and with other functional units within Caltrans on a daily basis. Must be able to make occasional presentations in front of large audiences.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee will interact with various levels within Caltrans employees and public and the private sector. The employee must work well with others in a cooperative manner, while creating a work environment that encourages thinking and innovation. The employee must be flexible in organizing and prioritizing workload for the Branch; to be open to change and new information; to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. The employee must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. The employee may be required to sit for long periods using a keyboard and video display terminal. They may also be required to move large or cumbersome objects. Duties will include field reviews in rough terrain, field work during inclement weather, and will require overnight travel.

WORK ENVIRONMENT

The employee will work in the District Office in Eureka and will be required to travel for meetings and training. The employee will work in both a climate-controlled office under artificial lighting, and outdoors where he/she may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

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| EMPLOYEE (Signature) | DATE |
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

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| SUPERVISOR (Signature) | DATE |
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